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ABSENTEEISM

1-1

Kuzmits, Frank E.

Is your organization ready for no-fault absenteeism? Personnel administrator, 29:119-127, December 1984.

Descriptors: *Absenteeism control--Methods / *Sick leave--Administration.

ASSESSMENT CENTERS

1-2

Taylor, Jody.

Assessment centers: not just for managers anymore. Training, 21:54-56+, November 1984.

Descriptors: *Assessment centers--Case studies / *Supervisors--Selection--Case studies.

1-3

Turnage, Janet J. and Paul M. Muchinsky.

A comparison of the predictive validity of assessment center evaluations versus traditional measures in forecasting supervisory job performance: interpretive implications of criterion distortion for the assessment paradigm. Journal of applied psychology, 69:595-602, November 1984.

Descriptors: *Assessment centers--Evaluation / *Supervisors--Evaluation--Research / *Prediction of occupational success.

CAREER PLANNING

1-4

Collins, Glenn.

Day care: mother's positive view. New York times, p. 78, November 25, 1984.

Descriptors: *Day care centers / *Children of working parents / *Family (Sociological unit) / *Women--Career planning.

CAREER STAFFING

1-5

Anderson, Cathy D., Jack L. Warner and Cassie C. Spencer.

Inflation bias in self-assessment examinations: implications for valid employee selection. Journal of applied psychology, 69:574-580, November 1984.

Descriptors: *Selection--Research / *Applications for positions--Research / *Work experience--Research / *Self-evaluation--Research.

1-6 Ie296 .F38pr

Ferguson, Robert J.

Preemployment polygraphy, by Robert J. Ferguson and Chris Gugas, Sr. Springfield, Ill.: Charles C. Thomas, 1984. 169 p.

Descriptors: *Selection--Methods / *Lie detectors and detection / Lie detectors and detection--Textbooks.

1-7

Feuer, Dale.

The writing on the wall. Training, 21:119-122, November 1984.

Descriptors: *Prediction of occupational success--Methods / *Graphology.

CAREER STAFFING (Cont'd)

1-8

Hennecke, Matt.

The 'people' side of strategic planning. Training, 21:24-25+, November 1984.

Descriptors: *Career staffing--Planning / *Executive succession--Planning / *Workforce planning.

1-9

Stoops, Rick.

Realize the full potential of recruitment advertising. Personnel journal, 63:60+, December 1984.

Descriptors: *Advertising--Recruitment.

CHANGE, ORGANIZATIONAL

1-10

Fidler, Lori A. and J. David Johnson.

Communication and innovation implementation. Academy of Management review, 9:704-711, October 1984.

Descriptors: *Change, Organizational--Administration / *Communication in management--Administration / *Innovation / Power (Social sciences) / Models.

1-11 Id72 .T57a

Toffler, Alvin.

The adaptive corporation. New York: McGraw-Hill, 1985. 217 p.

Descriptors: *Change, Organizational--Case studies / *Organizations--Case studies / *American Telephone and Telegraph Company.

CIVIL SERVICE, FEDERAL

1-12

Baxter, Neale.

Working for the government. Occupational outlook quarterly, 28:20-33, Fall 1984.

Descriptors: *Civil service / *Government employees / *Civil service--Career opportunities / Federal government / State government / Local government.

1-13 Ic26.37 .Un35b 1982

Biennial report of employment by geographic area, December 31, 1982. Prepared by U.S. Office of Personnel Management, Compliance and Investigations Group, Office of Workforce Information. Washington, 1984. 130 p. (MW 68-16)

Continues: Annual Report of Employment by Geographic Area.

Descriptors: *Civil service--Statistics / *Occupations--Statistics / Federal government.

1-14 KF5337 .F31f

Federal civil service law and procedures: a basic guide, edited by Ellen M. Bussey. Washington: Bureau of National Affairs, 1984. 348 p.

Not available for interlibrary loan.

Descriptors: *Civil service laws / *Appeals--Procedures / *Adverse actions--Appeals / Federal government.

1-15

Federal workers under fire. U.S. news & world report, 97:72-73, December 10, 1984.

Descriptors: *Civil service--Statistics / Federal government.

CIVIL SERVICE, FOREIGN

1-16

Lee, Hong Yung.

Evaluation of China's bureaucratic reforms. Annals of the American Academy of Political and Social Science, 476:34-47, November 1984.

Descriptors: *China--Civil service / *China--Politics and government / *Civil service reform / Personnel administration--Evaluation.

COMMUNICATION

1-17

Boyd, Losana E.

Why "talking it out" almost never works out. Nation's business, 72:53-54, November 1984.

Descriptors: *Communication in personnel management / *Communication in management / *Standards of performance.

1-18 Id52.3 .F39o

Fernandez, Thomas L.

Oral communication for business. Reston, Va.: Reston Publishing, 1984. 58 p.

Descriptors: *Communication in management / *Oral communication / Public speaking.

1-19 Id55 .G62w

Goodman, Michael B.

Write to the point: effective communication in the workplace. Englewood Cliffs, N.J.: Prentice-Hall, 1984. 365 p.

Descriptors: *Communication in management / *Business report writing.

1-20

Klumph, Ned.

Effective meetings--a management must. Supervisory management, 29:28-32, December 1984.

Descriptors: *Communication in management / *Conferences--Leadership / *Meetings.

1-21 Id55 .R61w

Roddick, Ellen.

Writing that means business: a manager's guide. New York: MacMillan, 1984. 120 p.

Descriptors: *Communication in management / *Business report writing / *Memorandums / Writing improvement.

1-22 Id55 .Sch2w

Schell, John.

Writing on the job: a handbook for business and government, by John Schell and John Stratton. New York: New American Library, 1984. 413 p.

Descriptors: *Business report writing / *Memorandums / *Applications for positions / Proposal writing in business / Writing improvement.

COMMUNICATION (Cont'd)

1-23

Talson, Peter.

Getting the word on communications. Manage, 36:9-10, October 1984.

Descriptors: *Communication--Methods / *Oral communication / *Listening.

1-24 Ie537 .Un58f

U.S. General Accounting Office.

Federal personnel should be better informed of how undesignated contributions to the Combined Federal Campaign will be distributed. Washington, 1984. 30 p. (B-202792) (GAO/GGD-84-84)

Descriptors: *Communication in management--Evaluation / *Contributions, Employee--Administration--Evaluation / *Fund raising--Administration--Evaluation / U.S. Office of Personnel Management--Administration--Evaluation / Federal government.

COMPENSATION

1-25

Berin, Barnet N.

Prevent the mugging of private employee benefits. Across the board, 21:52-58, December 1984.

Descriptors: *Fringe benefits--Taxation.

1-26

Brambley, Trisha.

The 401(k) solution to retirement planning. Personnel journal, 63:66-67, December 1984.

Descriptors: *Deferred compensation--Administration / *Retirement benefits.

1-27

Brennan, E. James.

Previous wages should not determine starting salary. Personnel journal, 63:68, December 1984.

Descriptors: *Pay rates / *Women--Discrimination / *Women--Pay.

1-28

A business coalition overcomes its suburban isolation. Personnel administrator, 29:81-82+, December 1984.

Descriptors: *Fringe benefits--Case studies / *Recreation / *Physical fitness.

1-29

Chi, Keon S.

Comparable worth in state governments. State government news, 27:4-6, November 1984.

Descriptors: *Pay rates / *Pay surveys / State government.

1-30 Ie52 .C73cm

Comparable worth: issue for the 80's. Washington: U.S. Commission on Civil Rights, 1984. 234 p.

Volume 1 of a consultation of the U.S. Commission on Civil Rights, held June 6-7, 1984, Washington, D.C., comprising all papers submitted by the consultation participants.

Descriptors: *Pay rates--Conferences / *Women--Pay--Conferences / *Women--Discrimination--Conferences.

1-31 Id224 .Em7em

Employment, hours, and earnings, states and areas, 1939-1982, prepared by the U.S. Department of Labor, Bureau of Labor Statistics. Washington: U.S. G.P.O., 1984. 2 v. (Bulletin 1370-17)

Supplemented by: Supplement to Employment, Hours, and Earnings, States and Areas, Data for 1980-83.

Descriptors: *Pay--Statistics / *Labor supply--Statistics.

1-32

Green, Carole A. and Marianne A. Ferber.

Employment discrimination: an empirical test of forward versus reverse regression. Journal of human resources, 19:557-569, Fall 1984.

Descriptors: *Pay rates--Research / *Pay rates--Statistical methods / *Regression analysis / College professors--Pay / Women--Discrimination / Women college professors--Pay.

1-33

Haslinger, John A.

Cafeteria plans: from bread-and-butter to caviar. Management focus, 31:22-25, November-December 1984.

Descriptors: *Cafeteria compensation.

1-34

Hoos, John O.

DEFRA: a guide through the labyrinth of changes affecting compensation and benefits. Compensation review, 16:12-26, Fourth quarter 1984.

Descriptors: *Fringe benefits--Taxation / *Fringe benefits--Law and legislation.

1-35

Kimball, Nina Joan.

Not just any "factor other than sex": an analysis of the fourth affirmative defense of the Equal Pay Act. George Washington law review, 52:318-336, January 1984.

Descriptors: *Pay rates--Law and legislation / *Pay--Law and legislation / *Pay rates--Cases.

1-36 S/C

Luce, Sally R.

Paying for performance. Canadian business review, 10:19-22, Winter 1983.

Descriptors: *Performance-based pay / *Performance evaluation / *Productivity / Canada.

1-37

Mahoney, Thomas A., Benson Rosen and Sara Rynes.

Where do compensation specialists stand on comparable worth? Compensation review, 16:27-40, Fourth quarter 1984.

Descriptors: *Pay rates / *Executives--Attitudes.

COMPENSATION (Cont'd)

1-38

Mora, David R.

Performance compensation. MIS report, 16:1-5, September 1984.

Descriptors: *Performance-based pay--Case studies / *Performance evaluation--Forms / Local officials and employees--Pay / Executives--Pay / Personal development--Forms / Performance evaluation--Case studies.

1-39

Moskowitz, Daniel B.

Job rights for gays: the price tag gets higher. Business week, p. 133+, November 26, 1984.

Descriptors: *Fringe benefit administration--Cases / *Employee rights / *Homosexuals / Discrimination.

1-40

Stonebraker, Peter W.

A three-tier plan for cafeteria benefits. Personnel journal, 63:50-55+, December 1984.

Descriptors: *Cafeteria compensation / *Compensation.

1-41 Ie55 .St9sa

Study of total compensation in the Federal, state and private sectors. Prepared by Hay/Huggins Company and Hay Management Consultants. Washington: U.S. G.P.O., 1984. 213 p. (H. com. print. 98th Cong.)

Prepared for Committee on Post Office and Civil Service, U.S. House of Representatives.

Descriptors: *Compensation comparability / *Fringe benefits--Comparative studies / *Retirement--Comparative studies / Federal government / State government.

1-42

Wages in the Postal Service: two views. Industrial & labor relations review, 38:16-37, October 1984.

Contents: The effect of gender and race differentials on public-private wage comparisons: a study of postal workes, by Martin Asher and Joel Popkin; Wage comparability in the U.S. Postal Service, by Jeffrey M. Perloff and Michael L. Wachter.

Descriptors: *Pay comparability--Evaluation / *Pay research / *Pay rates / *Postal employees--Pay--Research.

1-43

Wender, Robert C. and Ronald L. Sladky.

Flexible benefit opportunities for the small employer. Personnel administrator, 29:111-112+, December 1984.

Descriptors: *Cafeteria compensation.

COUNSELING

1-44 Ie438.5 .H19h

Handbook of vocational psychology, edited by W. Bruce Walsh and Samuel H. Osipow. Hillsdale, N.J.: Lawrence Erlbaum Associates, 1983. 2 v.

Contents: v. 1. Foundations; v. 2. Applications.

Descriptors: *Vocational counseling--Addresses, essays, lectures / *Occupations--Psychological aspects / *Psychology, Industrial--Addresses, essays, lectures / Vocational counseling--Methods / Women--Psychology / Minority groups--Psychology / Job search / Work values.

COUNSELING (Cont'd)

1-45

Wright, Jim.

EAP: an important supervisory tool. Supervisory management, 29:15-23, December 1984.

EAP = employee assistance program.

Descriptors: *Employee counseling / *Employee couseling--Administration / *Supervisors--Responsibilities.

DISCIPLINE

1-46

Klatsky, Stephen A.

Taking disciplinary action. Defense management journal, 20:39-40, Fourth quarter 1984.

Descriptors: *Discipline--Administration / *Employee conduct / *Supervisors--Responsibilities--Administration / Federal government.

ELECTRONIC DATA PROCESSING

1-47 Id201 .V47v

VDTs in the workplace: a study of the effects on employment. Washington: Bureau of National Affairs, 1984. 112 p. (BNA special report)

Descriptors: *Electronic data processing personnel / *Offices--Automation / Health, Employee / Technology--Social aspects.

1-48

Zemke, Ron.

Policy mavens meet the microcomputer. Training, 21:46-47+, November 1984.

Descriptors: *Microcomputers / *Computers / *Information management / *Offices--Automation.

EMPLOYEE HEALTH AND MEDICAL CARE

1-49

Cherry, Nicola.

Nervous strain, anxiety and symptoms amongst 32-year-old men at work in Britain. Journal of occupational psychology, 57:95-105, no. 2 1984.

Descriptors: *Stress, Psychological--Research / *Mental health--Research.

1-50

Davis, Mary F.

Worksite health promotion. Personnel administrator, 29:45+, December 1984.

Descriptors: *Preventive health services / *Health, Employee.

1-51

Denton, Keith.

No-nonsense solutions to stress. Management world, 13:26-27, December 1984.

Descriptors: *Stress, Psychological / *Mental health / *Stress, Psychological--Control.

1-52 Ie568 .Ea3p

Eaglin, James B.

A process-descriptive study of the drug aftercare program for drug-dependent Federal offenders. Washington: Federal Judicial Center, 1984. 124 p.

Descriptors: *Drug abusers--Rehabilitation--Research / *Offenders--Rehabilitation--Research.

1-53
Erfurt, John C. and Andrea Foote.
Cost-effectiveness of work-site blood pressure control programs. Journal of occupational medicine, 26:892-900, December 1984.
Descriptors: *Preventive health services--Evaluation / *Heart--Diseases--Control / *Preventive health services--Costs / Medical care--Costs / Cost-effectiveness analysis.

1-54
Etzion, Dalia.
Moderating effect of social support on the stress-burnout relationship. Journal of applied psychology, 69:615-622, November 1984.
Descriptors: *Stress, Psychological--Research / *Burn out (Psychology)--Research / Executives--Characteristics--Research / Professional employees--Characteristics / Israel.

1-55 H62 .Evle Vol. 6
Evaluation studies review annual, vol. 6, edited by Howard E. Freeman and Marian A. Solomon. Beverly Hills: Sage, 1981. 748 p.
Partial contents: Evaluating industrial alcoholism programs: a human-capital approach, by Carl J. Schramm.
Descriptors: *Alcoholic employees--Rehabilitation--Evaluation / *Alcoholic employees--Rehabilitation--Research / *Alcoholism--Research.

1-56
Forney, Dea and T. Thorne Wiggers.
Stress, strain, and burnout among career development professionals. Journal of college placement, 45:34-39, Fall 1984.
Descriptors: *Burn out (Psychology) / *Stress, Psychological / Counselors.

1-57
Horner, David B.
The battle for control of health care. Vital speeches of the day, 51:93-96, November 15, 1984.
Descriptors: *Medical care--Costs.

1-58
Kondrasuk, Jack N.
Corporate physical fitness programs: the role of the personnel department. Personnel administrator, 29:75+, December 1984.
Descriptors: *Physical fitness--Administration / *Personnel departments.

1-59
McCabe, Eileen.
Preferred provider organizations. Personnel administrator, 29:53+, December 1984.
Descriptors: *Medical care--Administration / *Medical economics / *Medical care--Costs--Control / Cost control--Methods.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

1-60

Spicuzza, Frank J., Frank R. Baskind and Marianne R. Woodside.
A continuing dialogue on burnout. Journal of college placement, 45:29-33, Fall 1984.
Descriptors: *Burn out (Psychology) / *Stress, Psychological / Counselors / Surveys.

EQUAL OPPORTUNITY IN EMPLOYMENT

1-61

Britt, Louis P., III.
Can affirmative action and seniority coexist after the Stotts decision? Personnel journal, 63:58-59, December 1984.
Descriptors: *Equal opportunity in employment / *Removal--Cases / *Affirmative action / *Seniority.

1-62

Cain, A. Sue and James E. Cain.
Equal rights--by state? Labor law journal, 35:714-717, November 1984.
Descriptors: *Women--Discrimination--Research / *Pay rates--Research / State employees / Local officials and employees.

1-63

Collins, Denis.
Ex-cultists need not apply. Across the board, 21:59-64, December 1984.
Descriptors: *Religious discrimination / *Work experience / *Resumes / Job search.

1-64

Freeman, Richard B.
Affirmative action: good, bad, or irrelevant? New perspectives (U.S. Commission on Civil Rights), 16:23-27, Fall 1984.
Descriptors: *Affirmative action--Evaluation / *Minority groups--Employment--Research.

1-65

Gastwirth, Joseph L.
Statistical methods for analyzing claims of employment discrimination. Industrial & labor relations review, 38:75-86, October 1984.
Descriptors: *Discrimination--Statistical methods / *Discrimination--Cases.

1-66

Moskowitz, Daniel B.
Gay rights in the workplace: a complex personnel issue. Washington post, Washington business, p. 21, November 26, 1984.
Descriptors: *Sex discrimination--Cases / *Homosexuals.

1-67

Puddington, Arch.
Seniority: not for whites only. New perspectives (U.S. Commission on Civil Rights), 16:8-13, Fall 1984.
Descriptors: *Seniority--Cases / *Equal opportunity in employment--Cases / *Reduction in force--Cases / Discrimination--Cases.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

1-68

Reverse discrimination. FEP (fair employment practices) guidelines, p. 1-8, November 1984.

Contents: Beyond black and white; A modest remedy; Different stories.
Descriptors: *Discrimination--Cases / *Sex discrimination--Cases / *Affirmative action--Cases / Religious discrimination.

1-69

Schuster, Michael and Christopher S. Miller.
An empirical assessment of the Age Discrimination in Employment Act. Industrial & labor relations review, 38:64-74, October 1984.

Descriptors: *Age discrimination--Cases / *Age discrimination--Research / Content analysis (Communication)

1-70

Serrin, William.
Experts say job bias against women persists. New York times, p. 1+, November 25, 1984.

Descriptors: *Women--Discrimination / *Discrimination / *Women--Employment.

1-71 Ie154 .Se9sw

Sex segregation in the workplace: trends, explanations, remedies, edited by Barbara F. Reskin. Washington: National Academy Press, 1984. 313 p.

Descriptors: *Women--Discrimination / *Sex discrimination.

1-72

Women in U.N. press drive for job equality. New York times, p. 16, November 25, 1984.

Descriptors: *Women--Discrimination / *Sex discrimination / *International civil servants / *Women--Employment / United Nations.

1-73

Wrong, Elaine Gale.
Arbitrators' decisions in seniority-discrimination cases. Arbitration journal, 39:22-27, December 1984.

Descriptors: *Seniority--Cases / *Arbitration and award--Case studies / *Discrimination--Case studies.

ETHICS

1-74

Kovach, Jeffrey L.
Competitive intelligence. Industry week, 223:50-52+, November 12, 1984.

Descriptors: *Business ethics / *Information policy / *Espionage / Corporations.

EXECUTIVES

1-75 Ie124 .L57c

Levinson, Harry.
CEO: corporate leadership in action, by Harry Levinson and Stuart Rosenthal. New York: Basic Books, 1984. 308 p.

Descriptors: *Executives--Biography / *Leadership--Case studies.

EXECUTIVES (Cont'd)

1-76

Lubbers, Jeffrey S.

Federal agency adjudications: trying to see the forest and the trees. Federal Bar news & journal (Federal Bar Association), 31:383-389, November 1984.

Descriptors: *Administrative law judges / *Administrative procedure--Law and legislation / *Administrative law judges--Statistics / *Administrative law--History / Federal government.

1-77

Spaniola, Mike.

Management's mid-level crisis: coming of age in the 1980s. Supervision, 46:14-15, December 1984.

Descriptors: *Middle managers / *Middle management.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

1-78

Gartaganis, Arthur.

Managers: the guiding hands in an organization. Occupational outlook quarterly, 28:2-13, Fall 1984.

Descriptors: *Executives--Characteristics / *Executives--Responsibilities / *Management.

1-79

Kenny, Graham K. and David C. Wilson.

The interdepartmental influence of managers: individual and sub-unit perspectives. Journal of management studies (Gt. Brit.), 21:409-427, October 1984.

Descriptors: *Executives--Abilities--Research / *Influence (Psychology)--Research / *Leadership style--Research / *Decision-making--Group method--Research.

1-80

Niehouse, Oliver L.

Stress and the hardy executive. Industry week, 223:96+, November 12, 1984.

Descriptors: *Executives--Characteristics / *Executives--Abilities / *Stress, Psychological / Executives--Health.

1-81

O'Connor, Edward J. and others.

Situational constraint effects on performance, affective reactions, and turnover: a field replication and extension. Journal of applied psychology, 69:663-672, November 1984.

Descriptors: *Executives--Attitudes--Research / *Job satisfaction research / *Working climate--Research / *Labor turnover--Research / Frustration / Supervisors--Attitudes / Performance--Research.

1-82

Sandler, Leonard.

The successful and supportive subordinate. Personnel journal, 63:40-45, December 1984.

Descriptors: *Executives--Abilities / *Executives--Responsibilities / *Success in employment.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

1-83

Schmidt, Stuart M. and David Kipnis.
Managers' pursuit of individual and organizational goals. Human relations, 37:781-794, October 1984.
Descriptors: *Executives--Abilities--Research / *Influence (Psychology)--Research / Goals.

EXECUTIVES--COMPENSATION

1-84

Johnson, Alan.
Executive pay: reflecting the economy's healthy glow. Nation's business, 72:46+, December 1984.
Descriptors: *Executive compensation / *Executives--Pay--Statistics.

1-85

Ochsner, Robert C.
The future of deferred compensation. Compensation review, 16:62-67, Fourth quarter 1984.
Condensed from Hay Strategic Compensation Services' Perspective.
Descriptors: *Executive compensation / *Deferred compensation.

1-86

Perham, John.
Shrinking golden parachutes. Dun's business month, 124:92-94, December 1984.
Descriptors: *Executives--Fringe benefits--Taxation / *Severance pay--Taxation.

EXECUTIVES--HEALTH AND MEDICAL CARE

1-87

Wachta, Patricia H.
Exercising prerogatives. Management focus, 31:30-35, November-December 1984.
Descriptors: *Executives--Health / *Physical fitness.

EXECUTIVES--RECRUITMENT

1-88

Foster, Dwight E. and Peter T. Chingos.
It's your move. Management focus, 31:6-9+, November-December 1984.
Descriptors: *Executives--Recruitment / *Executive compensation.

EXECUTIVES--SELECTION AND TESTS

1-89

Kiechel, Walter, III.
Picking your successor. Fortune, 110:237+, December 10, 1984.
Descriptors: *Executive succession / *Executives--Selection.

1-90

Szilagyi, Andrew D., Jr. and David M. Schweiger.
Matching managers to strategies: a review and suggested framework. Academy of Management review, 9:626-637, October 1984.
Descriptors: *Executives--Selection--Methods / *Executives--Characteristics / *Leadership style.

EXECUTIVES--TRAINING

1-91 Ie424.5 .Un58p

U.S. General Accounting Office.
Progress report on Federal executive development programs. Washington, 1984. 20 p. (B-215813) (GAO/GGD-84-92)
Descriptors: *Management development--Administration--Evaluation / *U.S. Office of Personnel Management--Administration--Evaluation / Federal government.

HANDICAPPED

1-92 Ie361 .Atla

At work: profiles of people with multiple sclerosis. Prepared by the President's Committee on Employment of the Handicapped and the National Multiple Sclerosis Society. Washington, 1984. 19 p.
Descriptors: *Physically handicapped--Employment--Case studies.

1-93 S/I

Robertson, John.
A team approach to placement "one year later." American rehabilitation, 10:12-13, no. 4 1984.
Descriptors: *Handicapped--Placement--Methods / *Handicapped--Placement--Evaluation.

HEALTH PERSONNEL

1-94

Elliott, Charles H.
The physician assistant--newest member of the corporate health care team. Personnel administrator, 29:87-88+, December 1984.
Descriptors: *Physicians' assistants.

1-95 Ie437 .H34Ili

An in-depth examination of the 1980 decennial census employment data for health occupations: comprehensive report. Washington: U.S. Department of Health & Human Services, Public Health Service, 1984. 452 p. (ODAM report no. 16-84)
Descriptors: *Health personnel--Statistics / *Physicians--Statistics / *Dentists--Statistics / *Nurses--Statistics / Optometrists--Statistics / Medical technologists--Statistics / Nurses' aides--Statistics.

HOURS OF WORK

1-96

Baldwin, Deborah.
The part-time solution. Washington monthly, 16:25-29, December 1984.
Descriptors: *Part-time work / *Married women--Employment.

1-97

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Descriptors: *Part-time workers--Utilization / *Retirees--Utilization / *Temporary employees--Utilization.

HOURS OF WORK (Cont'd)

1-98

Hood, Jane C. and Nancy Milazzo.
Shiftwork, stress and wellbeing. Personnel administrator, 29:95-97+, December 1984.
Descriptors: *Shift work--Research / *Night work--Research / *Biorhythms / Stress, Psychological / Nurses.

1-99

Keisling, Phillip.
Why parents think they can't stay home. Washington monthly, 16:30-32, December 1984.
Descriptors: *Part-time work / *Children of working parents.

1-100

Weiner, Elizabeth.
Time clocks catch up with the computer age. Business week, p. 178H, November 26, 1984.
Descriptors: *Hours of work--Administration / Computers.

INCENTIVE AWARDS AND PROGRAMS

1-101

Colodin, Joanna M.
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Descriptors: *Incentive awards--Case studies / Incentives--Costs / Performance-based pay--Case studies / Municipal employees.

1-102

Harden, David T.
Using employee incentives as a motivational tool. MIS report, 16:8-11, September 1984.
Descriptors: *Financial incentives--Case studies / *Incentive pay--Case studies / *Sick leave--Administration / Municipal employees.

INSURANCE, HEALTH

1-103

Bittman, Mark and Irene Pave.
Health plans may leave retirees out in the cold. Business week, p. 105-106, December 17, 1984.
Descriptors: *Insurance, Health--Administration / *Retirees--Insurance.

1-104

Hanley, Richard J.
Cost containment of health care: the responsibility of employers and doctors. Vital speeches of the day, 51:74-77, November 15, 1984.
Descriptors: *Insurance, Health--Case studies / *Insurance, Health--Administration / *Medical care--Costs--Control.

INSURANCE, HEALTH (Cont'd)

1-105

Spring, Harry D.

Medical benefit plan costs. Personnel administrator, 29:64-66+, December 1984.

Descriptors: *Insurance, Health--Costs / *Insurance, Health--Administration.

1-106

Stone, Daniel C., Jr. and E. G. Sue Reitz.

Health care cost containment and its impact on employee relations. Personnel administrator, 29:27-28+, December 1984.

Descriptors: *Insurance, Health--Administration / *Medical care--Costs--Control.

1-107

Wilson, Donald H.

Guarding the health care dollar. Personnel administrator, 29:37-38+, December 1984.

Descriptors: *Insurance, Health--Administration / *Medical care--Costs--Control / *Cost control--Methods.

INTERVIEWING

1-108

Latham, Gary P. and Lise M. Saari.

Do people do what they say? Further studies on the situational interview. Journal of applied psychology, 69:569-573, November 1984.

Descriptors: *Interviewing--Research.

1-109

Parsons, Charles K. and Robert C. Liden.

Interviewer perceptions of applicant qualifications: a multivariate field study of demographic characteristics and nonverbal cues. Journal of applied psychology, 69:557-568, November 1984.

Descriptors: *Interviewing--Research.

1-110

Rasmussen, Keith G., Jr.

Nonverbal behavior, verbal behavior, resume credentials, and selection interview outcomes. Journal of applied psychology, 69:551-556, November 1984.

Descriptors: *Interviewing--Research / *Selection--Research / Resumes / Nonverbal communication--Research / College students--Attitudes.

JOB EVALUATION

1-111

Doverspike, Dennis and Gerald V. Barrett.

An internal bias analysis of a job evaluation instrument. Journal of applied psychology, 69:648-662, November 1984.

Descriptors: *Job evaluation--Research / *Job evaluation--Administration--Evaluation.

JOB EVALUATION (Cont'd)

1-112

Fraser, Scott L., Steven F. Cronshaw and Ralph A. Alexander.
Generalizability analysis of a point method job evaluation instrument: a field study. Journal of applied psychology, 69:643-647, November 1984.
Descriptors: *Job evaluation--Research / *Job evaluation--Methods.

JOB SATISFACTION

1-113

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Family and career characteristics of women and men college and university administrators. Journal of the National Association for Women Deans, Administrators, & Counselors, 47:21-28, Summer 1984.
Descriptors: *Job satisfaction research / *College administrators--Employment / *Family (Sociological unit)--Research / *Sex roles--Research.

1-114

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Interview with Robert Kriegel, psychologist.
Descriptors: *Job satisfaction / *Productivity improvement / *Stress, Psychological--Control.

1-115

Petty, M. M., Gail W. McGee and Jerry W. Cavender.
A meta-analysis of the relationships between individual job satisfaction and individual performance. Academy of Management review, 9:712-721, October 1984.
Descriptors: *Job satisfaction research / *Performance--Research.

1-116

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Moderating influence of self-esteem on relationships between job complexity, performance, and satisfaction. Journal of applied psychology, 69:623-632, November 1984.
Descriptors: *Job satisfaction research / *Performance--Research / *Self-esteem--Research.

1-117 Id214 .W89h Vol. 35

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Descriptors: *Job satisfaction--Abstracts / *Job satisfaction--Bibliography / Management by objectives / Survey feedback / Leadership / Flexible working hours / Job design / Participative management.

LABOR FORCE

1-118

DeBoer, Larry and Michael Seeborg.
The female-male unemployment differential: effects of changes in industry employment. Monthly labor review, 107:8-15, November 1984.
Descriptors: *Unemployed--Statistics / *Labor supply / *Women--Employment.

LABOR FORCE (Cont'd)

1-119 H62 .Evle Vol. 5

Evaluation studies review annual, vol. 5, edited by Ernst W. Stromsdorfer and George Farkas. Beverly Hills: Sage, 1980. 800 p.

Partial contents: The estimation of labor supply models using experimental data, by Michael C. Keeley and others; A dynamic model of employment behavior: an application to the Seattle and Denver income maintenance experiments, by Nancy Brandon Tuma and Philip K. Robins; Estimating the effect of training programs on earnings, by Orley Ashenfelter; Retirement policies, employment, and unemployment, by Ronald G. Ehrenberg; Estimating fiscal substitution by public service employment programs, by Michael E. Borus and Daniel S. Hamermesh.

Descriptors: *Labor supply--Mathematical models / *Labor supply--Research / *Econometrics / *Training--Research / Program evaluation / Public administration--Research / Retirement.

1-120

Keown, Don G.

Personnel trends in the '80s. Office administration and automation, 45:26-28+, December 1984.

Descriptors: *Labor supply / *Demographic characteristics / *Employment forecasting / Forecasting.

LABOR-MANAGEMENT RELATIONS

1-121

Bittman, Mark and Bob Arnold.

Comparable worth is put to the test at Yale. Business week, p. 92+, November 26, 1984.

Descriptors: *Strikes--Case studies / *Pay rates.

1-122

Carr, David J.

Employer use of the "lie detector": the arbitration experience. Labor law journal, 35:701-713, November 1984.

Descriptors: *Grievance arbitration / *Lie detectors and detection / *Lie detectors and detection--Law and legislation / Invasion of privacy.

1-123

English, Carey W.

Why firms are going one-on-one with unions. U.S. news & world report, 97:85-86, November 26, 1984.

Descriptors: *Collective bargaining / *Negotiation / *Labor-management relations.

1-124

Imberman, Woodruff.

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Descriptors: *Unions / *Change, Resistance to / *Employee rules.

1-125
Kilgore, Peter G.
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Descriptors: *Union organizing--Decisions / *Hours of work--Decisions / *Employee rules--Decisions / U.S. National Labor Relations Board--Rules and practice.

1-126
Lawler, John J.
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Descriptors: *Representation election--Research / *Management consultants.

1-127
Lawson, Eric, Jr. and Thomas N. Rinaldo.
Improving arbitrator performance: a modest proposal. Arbitration journal, 39:49-51, December 1984.
Descriptors: *Arbitrators--Evaluation / *Arbitrators--Characteristics.

1-128
Mur, Raphael.
Using alternative methods to resolve corporate disputes. Arbitration journal, 39:11-15, December 1984.
Descriptors: *Arbitration--Methods / *Bargaining impasse procedures / *Attorneys--Responsibilities / Group dynamics.

1-129
Roukis, George S. and Bruce Charnov.
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Descriptors: *Union organizing--Research / *Employee attitudes / Attitude surveys--Methodology.

1-130
Voos, Paula B.
Trends in union organizing expenditures, 1953-1977. Industrial & labor relations review, 38:52-63, October 1984.
Descriptors: *Union organizing--Research.

1-131
Yedwab, Janet G.
The "essence" of the labor arbitration process: a new focus. Arbitration journal, 39:28-37, December 1984.
Descriptors: *Arbitration and award--Cases / *Arbitration--Administration--Evaluation / *Collective bargaining--Admininstration--Evaluation.

LABOR-MANAGEMENT RELATIONS (Cont'd)

1-132

Zirkel, Perry A.

Procedural arbitrability of grievance cases. Journal of collective negotiations in the public sector, 13:351-360, no. 4 1984.

Descriptors: *Grievances--Procedures--Cases / *Grievance arbitration / *Arbitration--Cases.

LABOR TURNOVER

1-133

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Descriptors: *Labor turnover rates / *Absenteeism rates.

1-134

Steel, Robert P. and Nestor K. Ovalle, 2d.

A review and meta-analysis of research on the relationship between behavioral intentions and employee turnover. Journal of applied psychology, 69:673-686, November 1984.

Descriptors: *Labor turnover--Research.

1-135

Werbel, James D. and Sam Gould.

A comparison of the relationship of commitment to turnover in recent hires and tenured employees. Journal of applied psychology, 69:687-690, November 1984.

Descriptors: *Labor turnover--Research / *Organizational commitment--Research / *Nurses / Tenure--Research.

LEADERSHIP

1-136

Kipnis, David.

The view from the top: successful use of power corrupts how we see those we control. Psychology today, 18:30-32+, December 1984.

Descriptors: *Leadership style / *Power (Social sciences) / *Role perception.

MANAGEMENT

1-137 H62 .Evle Vol. 7

Evaluation studies review annual, vol.7, edited by Ernest R. House et al. Beverly Hills: Sage, 1982. 752 p.

Partial contents: Policy evaluation: integrating empirical and normative judgements, by Frank Fischer; Professional models for policy analysis, by John L. Foster.

Descriptors: *Decision-making--Research / *Ethics--Research / *Policy sciences--Research.

1-138 Id22 .G28m

Geneen, Harold.

Managing, by Harold Geneen with Alvin Moscow. Garden City, N.Y.: Doubleday, 1984. 297 p.

Descriptors: *Management methods.

MANAGEMENT (Cont'd)

1-139

Mauro, Tony.

Driven from drink. Nation's business, 72:40-42, December 1984.

Descriptors: *Employers' liability / *Alcholic employees.

1-140

Parker, L. D.

Control in organizational life: the contribution of Mary Parker Follett. Academy of Management review, 9:736-745, October 1984.

Descriptors: *Management theory / *Management control--Theory / *Follett, Mary Parker, 1868-1933.

1-141 Z674.4 .P69c

Plate, Kenneth H.

Cost justification of information services. Studio City, Calif.: Pacific Information, 1983. 1 v.

Descriptors: *Information services--Costs / *Library administration.

1-142

Smith, Peter B.

The effectiveness of Japanese styles of management: a review and critique. Journal of occupational psychology, 57:121-136, no. 2 1984.

Descriptors: *Management--Comparative studies / *Business management--Comparative studies / *Leadership style--Comparative studies / Research reviews (Publications).

1-143 Id201.5 .Un584g

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GSA automated information security. Washington: GSA, Office of Policy and Management Systems, 1984. 1 v. (PMS P 2100.1)

Descriptors: *Electronic data processing departments--Security measures--Handbooks, manuals, etc.

1-144

Whitley, Richard.

The scientific status of management research as a practically-oriented social science. Journal of management studies (Gt. Brit.), 21:369-390, October 1984.

Descriptors: *Management methods--Research / *Personnel administration--Research.

MINORITY GROUPS--EMPLOYMENT

1-145 Ia11.9 .V26p No. P-1080

Vance Bibliographies.

U.S. women of Spanish origin in the employment sector: a selected bibliography, by Florita Z. Louie de Irizarry. Monticello, Ill., 1982. 12 p. (Public administration series no. P-1080)

Descriptors: *Hispanic Americans--Employment--Bibliography / *Minority group women--Employment / *Women--Employment--Bibliography.

MOTIVATION

1-146

Thomas, Paul G.

Motivation: the responsibility of the individual. Manage, 36:12-14, October 1984.

Descriptors: *Motivation--Methods / *Productivity improvement.

OCCUPATIONS AND OCCUPATIONAL CHOICE

1-147

Northrup, Herbert R.

What's right with "dead-end" jobs. New perspectives (U.S. Commission on Civil Rights), 16:28-30, Fall 1984.

Descriptors: *Occupations / *Restaurants / *Minority groups--Employment.

ORGANIZATIONAL BEHAVIOR

1-148

Chanin, Michael N. and Joy A. Schneer.

A study of the relationship between Jungian personality dimensions and conflict-handling behavior. Human relations, 37:863-879, October 1984.

Descriptors: *Conflict resolution--Research / *Personality / College students.

1-149

Herzberg, Frederick.

Managing egos/East vs. West. Industry week, 223:100-101+, November 12, 1984; 223:58-60+, November 26, 1984; 223:49+, December 10, 1984.

Series of three articles.

Contents: Mystery systems shape loyalties; Participation: harmony or conflict?; Seeking answers that motivate.

Descriptors: *Organizational commitment / *Culture / *Organizational behavior--Evaluation / *Motivation / Religion.

1-150

Jones, Gareth R.

Task visibility, free riding, and shirking: explaining the effect of structure and technology on employee behavior. Academy of Management review, 9:684-695, October 1984.

Descriptors: *Organizational behavior / *Performance / *Job satisfaction / *Organization size / Models.

1-151

Shrivastava, Paul and Susan Schneider.

Organizational frames of reference. Human relations, 37:795-809, October 1984.

Descriptors: *Organizational behavior--Research / *Decision-making--Research / *Organizations--Climate.

1-152

Trice, Harrison M. and Janice M. Beyer.

Studying organizational cultures through rites and ceremonials. Academy of Management review, 9:653-669, October 1984.

Descriptors: *Organizational behavior / *Organizational analysis / Organizations--Climate.

ORGANIZATIONAL BEHAVIOR (Cont'd)

1-153

Wanous, John P., Arnon E. Reichers and S. D. Malik.
Organizational socialization and group development: toward an integrative perspective. Academy of Management review, 9:670-683, October 1984.
Descriptors: *Socialization / *Group dynamics / Models.

ORGANIZATIONS

1-154

Bryman, Alan.
Organization studies and the concept of rationality. Journal of management studies (Gt. Brit.), 21:391-408, October 1984.
Descriptors: *Organizational analysis / *Organizational analysis--Research / Models.

1-155

Hoy, Frank, David D. Van Fleet and Mervin J. Yetley.
Comparative organizational effectiveness research leading to an intervention strategy. Journal of management studies (Gt. Brit), 21:443-462, October 1984.
Descriptors: *Organizational analysis--Research / *Organizational effectiveness--Research / *Organizational effectiveness / Models.

1-156

Salancik, Gerald R.
A single value function for evaluating organizations with multiple constituencies. Academy of Management review, 9:617-625, October 1984.
Descriptors: *Organizational effectiveness / *Organizational analysis.

1-157

Zammuto, Raymond F.
A comparison of multiple constituency models of organizational effectiveness. Academy of Management review, 9:606-616, October 1984.
Descriptors: *Organizational effectiveness / Models.

ORIENTATION

1-158

Colarelli, Stephen M.
Methods of communication and mediating processes in realistic job previews. Journal of applied psychology, 69:633-642, November 1984.
Descriptors: *Orientation--Methods / *Orientation--Research / *Labor turnover control--Research / Bank workers.

1-159

Smith, Ronald E.
Employee orientation: 10 steps to success. Personnel journal, 63:46-48, December 1984.
Descriptors: *Orientation / *New employees.

OVERSEAS PERSONNEL

1-160

Making the system work: the politics of guts. Foreign Service journal, 61:41-45, November 1984.

Interview with Lawrence Eagleburger, Under Secretary of State for Political Affairs, U.S. Department of State, 1982-84.

Descriptors: *Foreign service officers--Evaluation / *Foreign service officers--Personnel policies--Evaluation.

1-161

Rubin, Barry.

Constant & changing. Foreign Service journal, 61:26-31, November 1984.

Descriptors: *Diplomatic and Consular Service / *Diplomatic and Consular Service--History / *Diplomatic and Consular Service--Law and legislation / *Foreign service officers--Personnel policies.

PARTICIPATIVE MANAGEMENT

1-162

Clegg, Chris W. and Toby D. Wall.

The lateral dimension to employee participation. Journal of management studies (Gt. Brit.), 21:429-442, October 1984.

Descriptors: *Participative management--Research / *Decision-making--Group method--Research / *Influence (Psychology)--Research / Supervisors.

1-163

Dixon, Nancy.

Participative management: it's not as simple as it seems. Supervisory management, 29:2-8, December 1984.

Descriptors: *Participative management.

PERFORMANCE EVALUATION

1-164

Cardy, Robert L. and Jerard F. Kehoe.

Rater selective attention ability and appraisal effectiveness: the effect of a cognitive style on the accuracy of differentiation among ratees. Journal of applied psychology, 69:589-594, November 1984.

Descriptors: *Performance evaluation--Research / *Judgment--Research / College students--Attitudes.

1-165 Ie398.9 .H38e

Heneman, Robert Lloyd.

The effects of rating format and rater training on performance rating accuracy and the motivation to rate accurately. Ann Arbor, Mich.: University Microfilms, 1984. 139 p.

Thesis (Ph.D.) -- Michigan State University, 1984.

Descriptors: *Performance evaluation--Research.

1-166

Passman, Edward H.

Another view on how to deal with a low evaluation. Federal times, 20:11, December 3, 1984.

Reply to "How to perform after receiving a low evaluation," by Ralph J. Temple, which appeared in Federal Times, 20:11, November 12, 1984.

Descriptors: *Performance evaluation / *Arbitration / *Appeals--Procedures / Federal government.

PERFORMANCE EVALUATION (Cont'd)

1-167

Pulakos, Elaine D.

A comparison of rater training programs: error training and accuracy training. Journal of applied psychology, 69:581-588, November 1984.

Descriptors: *Performance evaluation--Research / *Training--Research / College students.

1-168

Ziehler, Paul M.

Performance appraisal system for merit pay. MIS report, 16:6-7, September 1984.

Descriptors: *Performance evaluation--Administration / *Performance evaluation--Case studies / Municipal employees--Evaluation.

PERSONNEL ADMINISTRATION

1-169

Helburn, I. B. and John C. Shearer.

Human resources and industrial relations in China: a time of ferment. Industrial & labor relations review, 38:3-15, October 1984.

Descriptors: *Personnel administration / *Industrial relations / *China / Labor-management relations / Unions.

1-170 Ic26.4 .Un58a

U.S. General Accounting Office.

ACTION's hiring and use of certain non-career employees and other personnel matters. Washington, 1984. 60 p. (B-211941)(GAO/HRD-84-57)

Descriptors: *Personnel administration--Evaluation / *Excepted positions--Administration--Evaluation / *U.S. Action--Administration--Evaluation / Federal government.

PERSONNEL DEPARTMENTS

1-171

Ceriello, Vincent R.

Computerizing the personnel department: how do you choose a vendor? Personnel journal, 63:32-38, December 1984.

Descriptors: *Personnel departments--Automation / *Computers.

PERSONNEL POLICIES

1-172

Miller, George.

Sentry's no-smoking program. Personnel administrator, 29:12+, December 1984.

Descriptors: *Personnel policies--Case studies / *Smoking.

1-173

Shapiro, Barry R.

Company policies: a three-step approach. Management world, 13:30-32, December 1984.

Descriptors: *Personnel policies / *Manuals, Administrative / *Employee rules.

POSITION CLASSIFICATION

1-174

Busi, Donald C.

A formal approach to analyzing and writing FES position descriptions. Classifiers column (Classification and Compensation Society), 15:3-5, November 1984.

Descriptors: *Factor evaluation system--Administration / *Position classification--Methods / *Job evaluation--Methods / Federal government.

PRODUCTIVITY

1-175 Id214 .S13p

Silver, M. S.

Productivity indices: methods and applications. Brookfield, Vt.: Gower, 1984. 161 p.

Descriptors: *Productivity measurement.

1-176

Van Horn, William L. and William D. Stinnett.

The ideal work environment: total employee involvement. S.A.M. advanced management journal, 49:47, Autumn 1984.

Descriptors: *Productivity improvement--Methodology / *Leadership style / *Decision-making--Group method.

PROFESSIONAL EMPLOYEES

1-177

Cooper, Michael D.

Projections of the demand for librarians in the United States. Library quarterly, 54:331-367, October 1984.

Descriptors: *Librarians--Workforce planning / *Employment forecasts.

1-178 Ie438 .L4L42L

The lawyer's professional independence: present threats/future challenges. Chicago: American Bar Association, 1984. 65 p.

Descriptors: *Attorneys--Addresses, essays, lectures / *Professions.

1-179

Lhamon, Judith A.

Recruiting minority lawyers successfully. ABA journal (American Bar Association), 70:80-83, December 1984.

Descriptors: *Minority group professional employees--Recruitment / *Attorneys--Recruitment.

1-180

Van House, Nancy A.

Projections of the supply of librarians. Library quarterly, 54:368-395, October 1984.

Descriptors: *Librarians--Workforce planning / *Labor supply / Models.

PROFESSIONAL EMPLOYEES (Cont'd)

1-181 Ie152 .V64p

Vetter, Betty M.

Professional women and minorities: a manpower data resources service, by Betty M. Vetter and Eleanor L. Babco. 5th ed. Washington: Scientific Manpower Commission, 1984. 280 p.

Descriptors: *Professional employees--Statistics / *Women professional employees--Statistics / *Minority group professional employees--Statistics / *Women college graduates--Statistics / Minority group college graduates--Statistics / Degrees, Academic--Statistics.

PUBLIC ADMINISTRATION

1-182 HD3858 .Ar5a

Army's contracting of activities at the Selfridge Air National Guard Base and the Tank-Automobile Command in Michigan. Washington: U.S. General Accounting Office, 1984. 6 p. (B-215289)(GAO/NSIAD-84-97)

Descriptors: *Contracts, Government--Administration--Evaluation / *U.S. Department of the Army--Admininstration--Evaluation / *Contracts, Government--Case studies / Federal government.

1-183 HD3858 .C76c

Contracting out under OMB Circular A-76 at selected Army and Navy activities in Virginia. Washington: U.S. General Accounting Office, 1984. 9 p. (B-214583) (GAO/NSIAD-84-122)

Descriptors: *Contracts, Government--Administration--Evaluation / *Contracts, Government--Case studies / Federal government.

1-184 Ia11 .H39d

Henry, Nicholas.

Doing public administration: exercises, essays, and cases. 2nd ed. Boston: Allyn and Bacon, 1982. 388 p.

Descriptors: *Public administration--Problems, exercises, etc. / Public administration--Study and teaching.

1-185

Kolderie, Ted.

Strategy voiced on privatization methods. Public administration times, 7:11, December 1, 1984.

Excerpted from a keynote address to the American Society for Public Administration/International City Management Association Conference on Privatization and Alternative Service Delivery, Cincinnati, Nov. 7-9, 1984.

Descriptors: *Contracts, Government--Administration--Evaluation.

1-186

Rucker, Maurice.

Building a process for a quality of work environment in the public sector. Journal of collective negotiations in the public sector, 13:379-384, no. 4 1984.

Descriptors: *Public administration--Research / *Employee development--Research / *Organization development--Research.

PUBLIC ADMINISTRATION (Cont'd)

1-187 Id22.5 .Un58o

U.S. General Accounting Office.

Observations on a General Services Administration report on the National Archives and Records Service. Washington, 1984. 6 p. (B-215932)(GAO/GGD-84-95)

Descriptors: *Management improvement--Evaluation / *U.S. National Archives and Records Service--Administration--Evaluation / Federal government.

REDUCTION IN FORCE

1-188

Langley, Monica.

White-collar layoffs. Wall Street journal, p. 35+, November 29, 1984.

Contents: Many middle managers fight back as more firms trim work forces; Some profiting from job losses.

Descriptors: *Reduction in force--Case studies / *White collar workers / *Severance pay.

REMOVAL

1-189

Bryant, James A. and Michael C. Giallourakis.

Employment at will: where is it going and what can be done? S.A.M. advanced management journal, 49:12-21, Autumn 1984.

Descriptors: *Removal--Law and legislation / *Employee rights / *Public administration--Evaluation.

RETIREMENT

1-190 Ie708.9 .F87u

Freeman, Richard B.

Unions, pensions, and union pension funds. Cambridge, Mass: National Bureau of Economic Research, 1983. 56 p. (Working paper no. 1226)

Descriptors: *Pensions--Research / *Pensions--Mathematical models / *Unions--Research / Pension funds.

1-191

Leigh, Duane E.

Why is there manatory retirement? An empirical reexamination. Journal of human resources, 19:512-531, Fall 1984.

Descriptors: *Retirement, Compulsory--Research / *Retirement, Compulsory--Mathematical models.

1-192

Polisner, Dennis M.

Pension planning: and now, a word from our sponsors. Management focus, 31:17-21, November-December 1984.

Descriptors: *Pension funds / *Pension financing.

SECURITY

1-193

Tucker, Elizabeth.

Firms struggle to lock up trade secrets. Washington post, Washington business p. 1+, November 26, 1984.

Descriptors: *Internal security / *Organizational commitment / *Security.

SECURITY (Cont'd)

1-194

Wellborn, Stanley N.

Foolproof ID: opening locks with your body. U.S. news & world report, 97:76, December 17, 1984.

Descriptors: *Security / *Fraud--Control.

SUPERVISION

1-195

Gordon, Richard.

Six rules for getting started in management. Supervisory management, 29:24-27, December 1984.

Descriptors: *Supervision / *Supervisors--Responsibilities.

1-196

Hall, Charles.

Supervisors work for their employees. Supervision, 46:8-9, December 1984.

Descriptors: *Supervisors--Responsibilities / Motivation.

1-197

Hill, Norman C.

The need for positive reinforcement in corrective counseling. Supervisory management, 29:10-14, December 1984.

Descriptors: *Supervision--Methods / *Feedback (Psychology) / *Discipline / Supervisors--Abilities / Counseling.

1-198

Nelson, Andre.

Prickly pride and money. Supervision, 46:5-6, December 1984.

Descriptors: *Supervisors--Responsibilities / *Motivation--Methods.

1-199

Talson, Peter.

Supervisor's guide to production control. Supervision, 46:3-4+, December 1984.

Descriptors: *Supervisors--Responsibilities / *Factory management.

1-200

Vander Wert, Frank.

Guidelines for decisionmaking. Supervision, 46:7, December 1984.

Descriptors: *Supervisors--Responsibilities / *Decision-making.

TESTS

1-201 Ie246 .Ey2e

Eyde, Lorraine D.

Ethical and professional concerns regarding computerized test interpretation services and users, by Lorraine D. Eyde and Dennis M. Kowal. Washington: the Authors, 1984. 32 p.

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